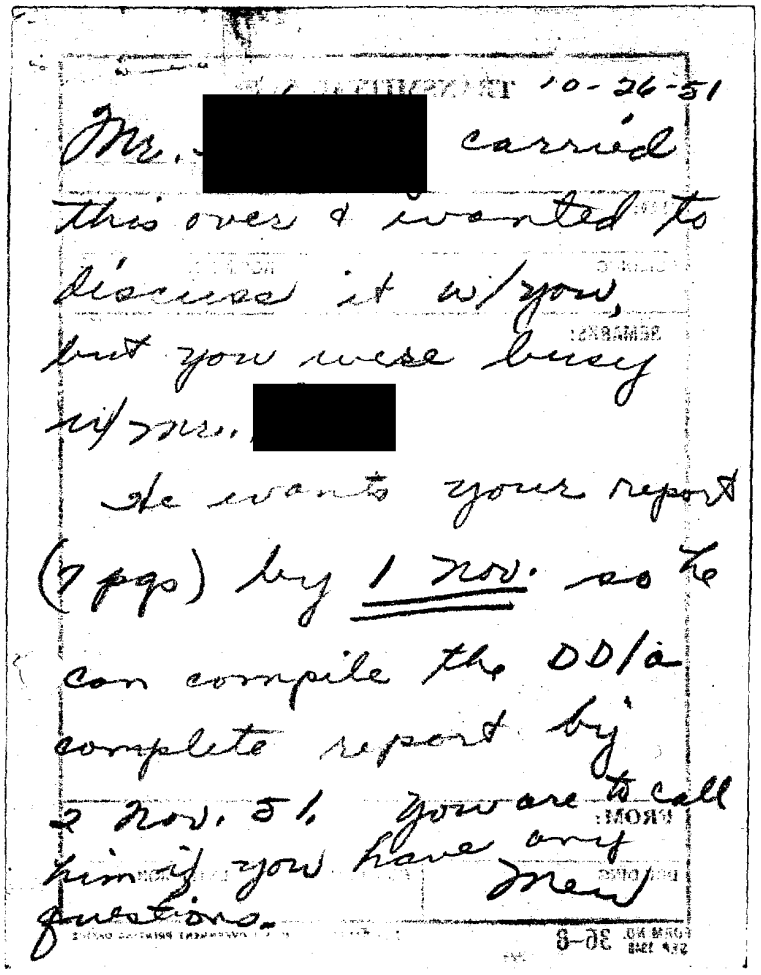
Sanitized - Approved For Release : CIA-RDP54-00177A000100150021-4

25X1A9a



10-26-51

Mr. [redacted] carried this over & wanted to discuss it w/you, but you were busy w/Mr. [redacted]

25X1A9a

He wants your report (7 pgs) by 1 Nov. so he can compile the OO/a complete report by 2 Nov. 51. You are to call him if you have any questions.

Mrs

Sanitized - Approved For Release : CIA-RDP54-00177A000100150021-4

Sanitized - Approved For Release : CIA-RDP54-00177A000100150021-4

~~SECRET~~

~~SECURITY INFORMATION~~

OCT 26 1951

MEMORANDUM FOR:

SUBJECT : Progress Report

On January 1, 1952, Central Intelligence Agency will submit to the President and to the National Security Council a comprehensive progress report for the period October 1950 to December 31, 1951. It is intended that this document provide a critical self-analysis of all CIA operations that the President may be accurately updated on the health and condition of our national intelligence system.

The Deputy Director (Administration) annex to this report will be as follows:

Content: (1) Concept and nature of the task

(2) Detailed in terms of:

(a) Personnel requirements
(b) Fiscal requirements
(c) Supply requirements

(3) Existing and anticipated problems

Length: Approximately 30 pages

Original Draft: Special Assistant to DD/A [redacted] 25X1A9a

Deadline Date: 2 November 1951

In the above connection, will you submit to the Special Assistant to the DD/A a report by 1 November of 7-page length. The Deputy Director (Administration) annex will be written in the following terms, and your report should follow along the same lines.

1. Concept.
2. This is what we have done.
3. This is why we have done it.
4. This is how we have done it.
5. This is where we once stood.
6. This is where we now stand.
7. This is what yet remains to be done.

Temper, Character, and Range of the Report:

1. The report is to provide a critical self-analysis of all Agency operations, and it is essential that we insist upon objectivity and honesty.

Sanitized - Approved For Release : CIA-RDP54-00177A000100150021-4

~~SECRET~~

Sanitized - Approved For Release : CIA-RDP54-00177A000100150021-4

2. The report should be concerned with internal organization only to the extent internal organization applies to 1 through 7 above.

3. The report must not be a statistical summary, but should deal in concepts, possibly supported by statistics.

4. The report must be penetrating and candid.

5. It must admit to omissions as well as confess to commissions.

6. The report shall not simply enumerate and extol our achievements.

7. It must point out the nature, magnitude, and importance of our problems.

8. Above all, your report should include only material of breadth, importance, and which would be includable from an Agency point of view. It should not have minor details.

Style:

To be readable, the report must be crisp and plain-spoken. Wherever possible, specific incidents should be used to make the point more graphically than it might be made in the abstract. Above all, we shall try to avoid the conventional Government gobbledygook that produces such terms as "implement," "formalize," and "promulgated."

Illustrations:

Where drawings, charts, and tables can be used to tell a story, they should be. Illustrations, however, will be submitted in work drawings that they be executed in a standard design.

Sanitized - Approved For Release : CIA-RDP54-00177A000100150021-4